



# State Professional Development Center

## 2014 Fall Semester

### - December -

PD Code /Session #	Class Name	Dates & Times	Cost	Registration
PD3006 /0034	Writing Job Descriptions	December 3 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5099 /0003	The Respectful Workplace	December 4 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5067 /0031	Excel 2010 - Advanced	December 9 9:00 a.m. - 3:00 p.m.	\$110 + \$10 Lab Fee	<a href="#">Register</a>
PD5022 /0041	Records & Information Management	December 9 8:30 a.m. - noon	\$95	<a href="#">Register</a>
PD1043 /0007	Developing Coaching Skills	December 9 8:30 a.m. - 4:30 p.m.	\$123	<a href="#">Register</a>
PD5098 /0004	Writing Clearly and Concisely Missoula	December 9 8:30 a.m. - noon	\$95	<a href="#">Register</a>
PD4019 /0016	Generations in the Workplace Missoula	December 9 1:00 p.m. - 4:30 p.m.	\$95	<a href="#">Register</a>
PD5095 /0004	Effective E-mail Writing Missoula	December 10 8:30 a.m. - noon	\$95	<a href="#">Register</a>
PD1023 /0024	Remote Management	December 11 8:30 a.m. - Noon	\$95	<a href="#">Register</a>
PD4002 /0046	Effective Presentations	December 16 8:30 a.m. - 4:30 p.m. December 17 8:30 a.m. - Noon December 18 8:30 a.m. - 4:30 p.m. December 19 8:30 a.m. - Noon	\$245	<a href="#">Register</a>
PD5046 /0041	Exploring Emotional Intelligence	December 17 8:30 a.m. - 4:30 p.m.	\$123 + \$34 Talent Smart EQ Self-Assessment	<a href="#">Register</a>